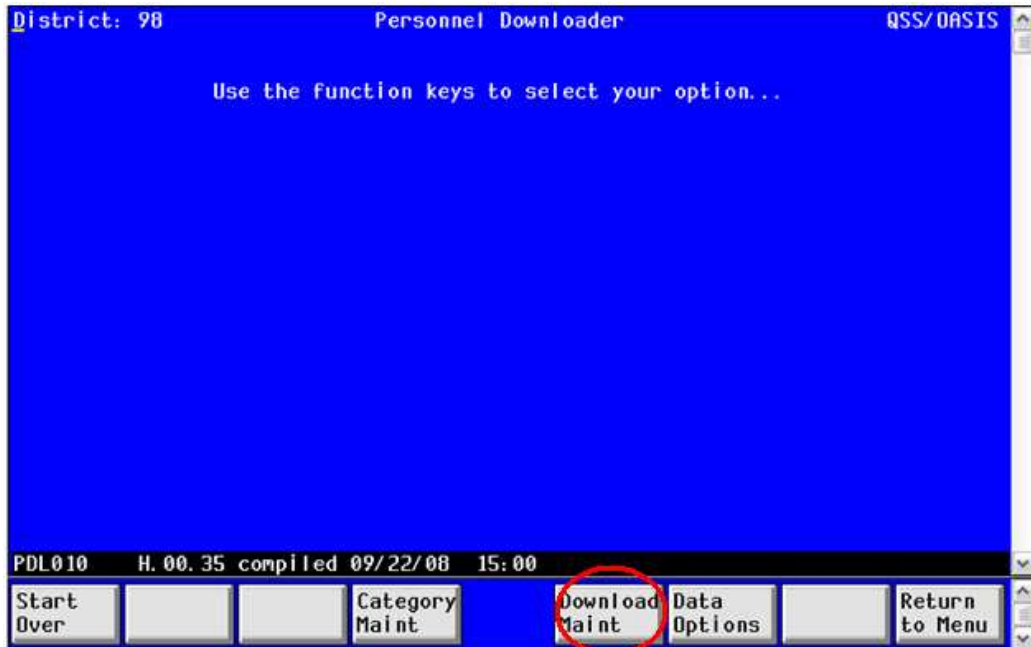
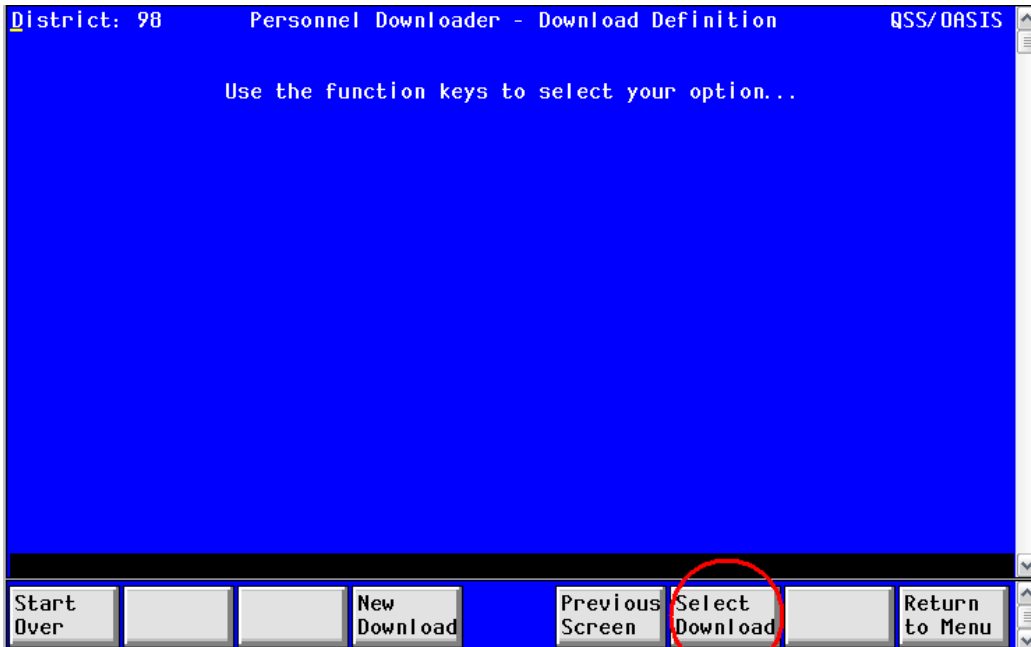




- In Personnel Downloader Select the “Download Maint” or press F5



- Select “Select Download” or F6



- Select Choice No. 1, press Enter, and Choose "Continue" or press F7

District: Personnel Downloader QSS/OASIS

No.	Name	Description	Owner	Category	Type
1.	01SEID	SEID NO	LEMQ98	DEMOGRAF	G
2.	DEMOS	DEMOGRAPHIC INFORMATION ON EMPLOYEES	BIZ97	DEMOGRAF	G
3.	01SEID	SEID NO	LEMQ98	EMPLISTS	*D
4.	0800IA	NEW HIRES 081308 THR 092208	ENMB198	EMPLISTS	*D
5.	08EM	OVERDUE TB EXPIRATION 061208	TLBB198	EMPLISTS	*D
6.	08J90	Jose's Report	NBJB98	EMPLISTS	*D
7.	08TBS	FEB 08 TB EXPIRATION DATES	TLBB198	EMPLISTS	*D
8.	08TBSS		TLBB198	EMPLISTS	*D
9.	08WKCA	CERT SPECIAL WORK CALENDARS	NBJB98	EMPLISTS	*D
10.	10YR	10yr anniversary as of 08/31/07	TJSB198	EMPLISTS	*D
11.	185E12	185 year round 12 pay alt ed	SMCB198	EMPLISTS	*D
12.	1EDDRP	EDD MULTIPLE WORKSITE REPORT	SMSB98	EMPLISTS	*D
13.	1TBEXP	MONTHLY TB REPORT	NBJB98	EMPLISTS	*D
14.	205CE	205 DAY CERTS	SMCB198	EMPLISTS	*D
15.	20PLU2	20 plus yrs of service	TJSB198	EMPLISTS	*D

Choice: 001 01SEID SEID NO LEMQ98 DEMOGRAF

Global: Y District: Y Subset:

Start Over Select Subset Change Date Previous Screen Page Backward Page Forward Continue Return to Menu

- Press Submit Download, or F3

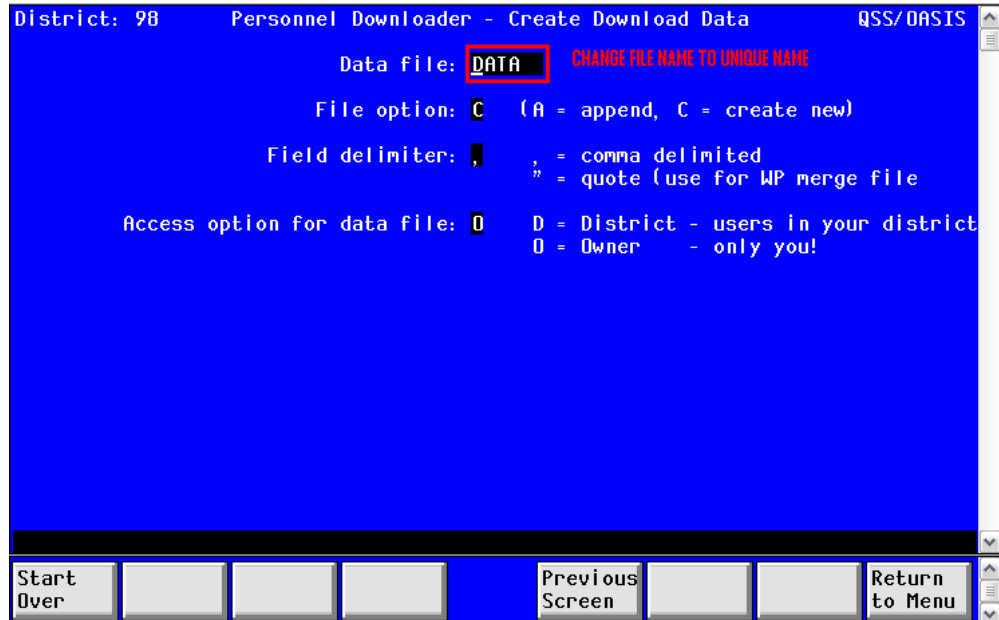
District: 98 Personnel Downloader - Download Definition QSS/OASIS

Definition: 01SEID SEID NO  
 One time only: No  
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 Category: DEMOGRAF DEMOGRAPHIC INFORMATION ON EMPLOYEES  
 Type: Global  
 Private: No

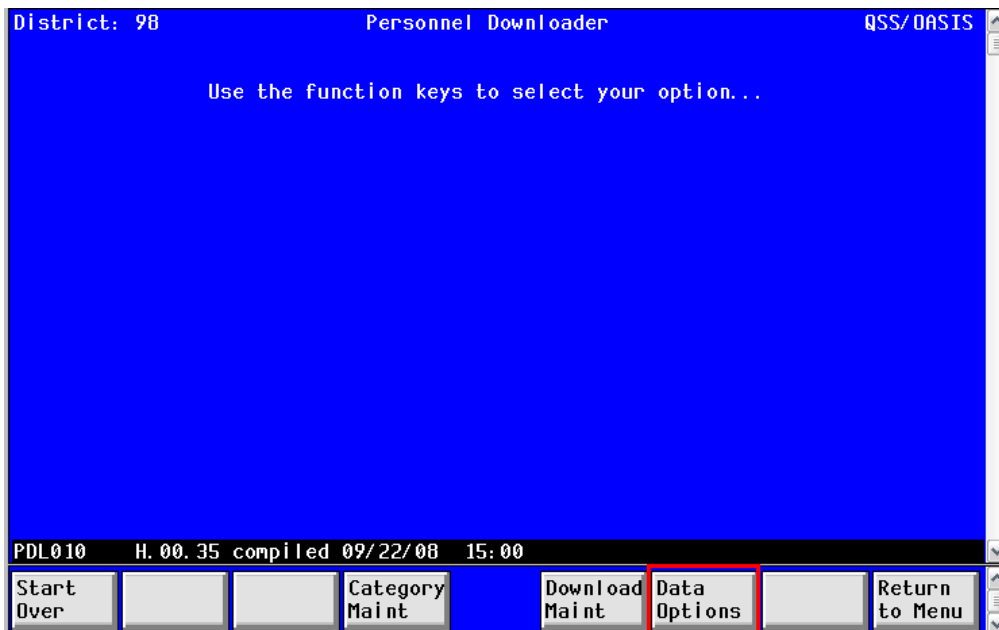
Last changed: 09/25/08 at 13:04 by LEM

Start Over Submit Download Change Download Previous Screen Delete Download Update Download Return to Menu

- Change "Data File:" to a unique file name, and press Enter



- Select "Start Over" to get back to the Main Menu, and Select "Data Options" or F6



- Select the Choice Number you just created and Select Continue

District: 98      Data Files Available to Download / View      QSS/DASIS

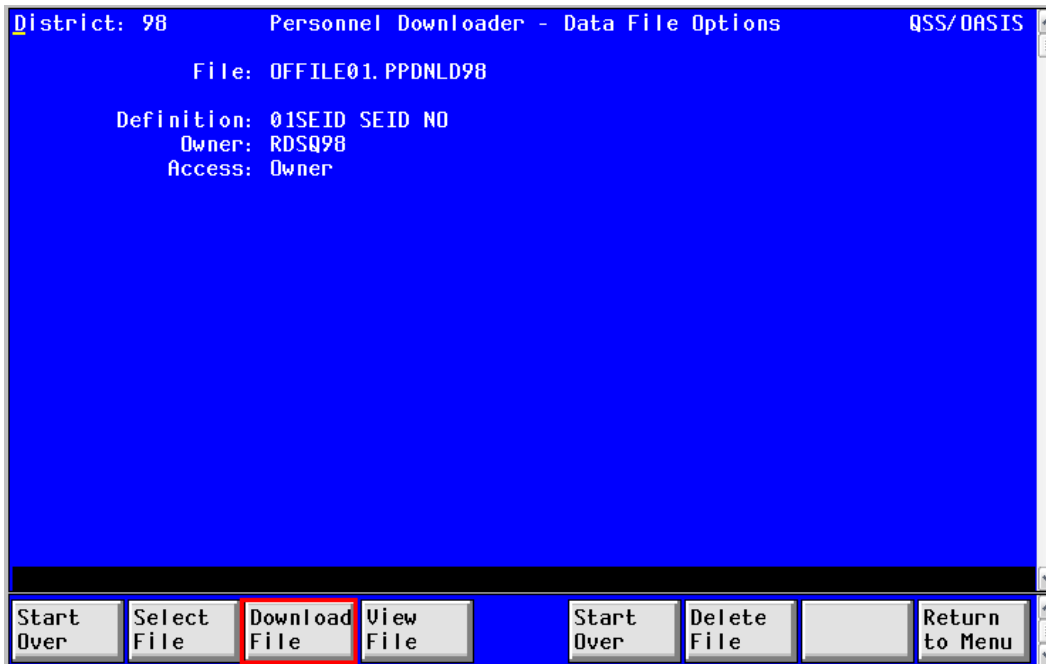
No.	Name	Description / Data File Name	Records	Owner	Category	Access
1.	01SEID	SEID NO OFFILE01.PPDNLD98	652	RDSQ98	DEMOGRAF	Owner
2.	01SEID	SEID NO OFFILE02.PPDNLD98	652	RDSQ98	DEMOGRAF	Owner
3.						
4.						
5.						
6.						
7.						

Choice:

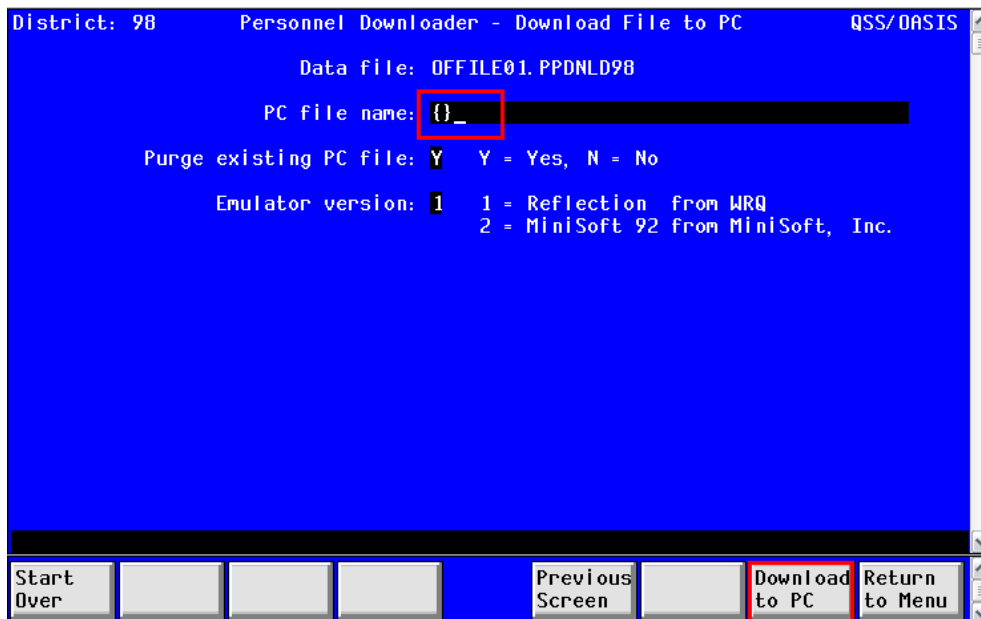
Owner: I      Subset:

Start Over    Select Subset    Previous Screen    Page Backward    Page Forward    Continue    Return to Menu

- Select "Download File" or F3



- Change the "PC file name:" to {} and select "Download to PC" or F7 and choose the location to store your file, you can then open it in Excel.



If you have any problems with this process, please submit your questions to [bass@kern.org](mailto:bass@kern.org).